

**STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION**

**STATEMENT OF POLICY**

**POLICY NUMBER:** 8-8-100

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**POLICY TITLE:** EXIT INTERVIEW

**LEGAL AUTHORITY:** Section 59-53-20 of the 1976 Code of Laws of South Carolina,  
As Amended

**DIVISION OF  
RESPONSIBILITY:** Human Resource Services

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**DATE APPROVED BY BOARD:** April 11, 1979

**DATE OF LAST REVISION:** May 28, 2008

**DISCLAIMER**  
**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS  
AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN  
EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE SC STATE  
BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION / THE SC  
TECHNICAL COLLEGE SYSTEM.**

It is the policy of the State Board for Technical and Comprehensive Education to encourage terminating employees to participate in an Exit Interview Program. The Exit Interview Program is designed to identify the reason for separation, explain the details on termination of employee benefits to the terminating employee, and to ensure the return of all Agency/College property and necessary records.

Files on all exit interviews should be maintained by the Human Resources Manager and made available to appropriate management staff upon request.